How to get payroll reports for your SBA Disaster or Paycheck Protection Program Loan Application

Log onto your employer ADP portal:
https://runpayroll.adp.com/registered/passwordWT.aspx?Action=login&Stc=True

Average Monthly Payroll
On the top menu, click *Reports*,
  Under Payroll, click *"CARES SBA-PPT: Monthly Payroll Cost"*

2019 Form 940 and Forms 941
On the top menu, click *Reports*,
  Under Taxes, click "*Tax Records / Filings*"

Last 12 Months of Payroll Reports
On the top menu, click *Reports*,
  Under Payroll, click "Payroll Details" (You'll have to do 2 reports: one for the months in 2019 and one for the months in 2020.)
    *This report also shows employer retirement contributions